

## Job Details

**Job Title** Contracts Officer, Lawson

**Job ID** 57069

**Location** Other

**Full/Part Time** Full-Time

**Regular/Temporary** Regular

**Favorite Job** ☆

### Posting Period

Open: May 10, 2017

Deadline: May 30, 2017

Non-Union

Different terms and conditions of employment may apply to externally funded positions.

### Department Name

Lawson Administration - Lawson Health Research Institute

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. As one of Canada's top ten research institutes, we are committed to furthering scientific knowledge to advance health care around the world.

Lawson's Contracts team is responsible for the negotiation, approval and processing of research related contracts for institute research. As part of this team, the Contracts Officer manages risk and provides effective and efficient service and support to researchers and outside parties.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

### Qualifications

- Successful completion of an Undergraduate Degree in Law, Biomedical or Health Science or three year Diploma in Law or Biomedical Science-related program
- Minimum of four (4) years recent, related experience in a similar role
- Demonstrated knowledge of clinical research in a hospital environment
- Demonstrated knowledge of the acts, regulations and compliance legislation governing human participant research
- Proficient knowledge and demonstrated experience with contract review and negotiation with a preference for research related contracts experience
- Proficient knowledge of Microsoft Office, data base, and email system tools
- Excellent and effective communication skills both verbal and written
- Demonstrated ability to organize and prioritize effectively with exceptional time management skills
- Excellent attention to detail
- Demonstrated knowledge of and commitment to the principles of patient and family centred care
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

London Health Sciences Centre fosters a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that an internal reference check may be conducted as part of the selection process.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory police information check (original document) completed in the last 3 months.